

UTAH COUNTY JOB DESCRIPTION

CLASS TITLES:	CERTIFIED COUNSELOR, COUNSELOR I/II		
CLASS CODE:	CC - 5500	I - 5039	II - 2049
FLSA STATUS:	CC - NONEXEMPT	I - NONEXEMPT	II - EXEMPT
SUPERVISORY STATUS:	CC - NONE	I - NONE	II - LEAD
EFFECTIVE DATE:	7/29/2014 (REVISES 10/20/2011 VERSION)		
DEPARTMENT:	DRUG & ALCOHOL PREVENTION & TREATMENT		

JOB SUMMARY

Assesses individual consumer needs, facilitates the provision of appropriate services, and monitors the progress of individual participants. Incumbents may be assigned to one or more functional areas within the department as needed.

CLASS CHARACTERISTICS

Certified Counselor: this classification performs work under the direct supervision of a licensed mental health professional.

Counselor I: this classification requires Substance Use Disorder Counselor licensure. Work is performed under close to general supervision of a Program Coordinator or Manager.

Counselor II: this full performance level is an experienced Advanced Substance Use Disorder Counselor with considerable knowledge of the policies, procedures, and laws affecting the work. This classification works under general supervision of a Program Coordinator or Manager and may provide clinical supervision to Certified Counselors and Counselor I's.

ESSENTIAL DUTIES

Certified Counselor and Counselor I:

Co-facilitates individual, family and group counseling sessions according to individualized treatment plans and in accordance with professional standards.

Performs individual crisis intervention services as needed in order to minimize relapse potential and to support the goals of the treatment plans.

Provides information on available programs for treatment and rehabilitation and assists clients in applying for services.

Presents educational services designed to provide the client with information relative to substance abuse issues.

Develops and supervises the drug and alcohol life skills education component of the treatment program.

Provides screening services to determine a client's appropriateness for services; conducts interviews and identifies and assesses substance abuse or other problems using approved assessment instruments, social history and consultation with community resources.

Performs intake and program orientation services.

Develops comprehensive treatment plans in conjunction with the primary counselor.

Supervises case management activities; admits and releases program clients and decides client placements within the center; supervises and monitors client conduct and maintains a record of activity to document progress.

Consults with outside agencies to improve service delivery and share information; makes referrals to appropriate supportive services for the client and family members.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Facilitates psycho-educational groups.

Performs home visits and client follow ups in the field.

Oversees shift activities and provides training and guidance to non-licensed employees.

Counselor II (in addition to the duties described above):

Provides clinical supervision of Certified Counselors and Counselor I's.

Oversees assigned treatment program in the absence and at the direction of the Program Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

Certified Counselor:

Basic Knowledge of: interviewing methods and techniques, case management principles and methods, professional ethics standards, Utah State Licensed Substance Abuse Counselor scope of practice, substance abuse assessment instruments, and crisis intervention techniques; clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system; federal, state and local ordinances and policies regarding therapeutic issues.

Basic Skill in: the practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibilities.

Working Skill in: reading, writing, and basic math; word processing and basic programs.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; function in an unbiased manner with individuals from diverse backgrounds; coordinate multiple tasks effectively; maintain files, records, and reports; solve problems analytically.

Counselor I (in addition to the knowledge, skills, and abilities described above):

Working Knowledge of: interviewing methods and techniques, case management principles and methods, professional ethics standards, Utah State Licensed Substance Abuse Counselor scope of practice, substance abuse assessment instruments, and crisis intervention techniques; clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system; federal, state and local ordinances and policies regarding therapeutic issues.

Working Skill in: the practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibilities.

Ability to: work under minimal supervision.

Counselor II (in addition to the knowledge, skills, and abilities described above):

Basic Knowledge of: supervisory practices and procedures.

Considerable Knowledge of: interviewing methods and techniques, case management principles and methods, professional ethics standards, Utah State Licensed Substance Abuse Counselor scope of practice, substance abuse assessment instruments, and crisis intervention techniques; clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system; federal, state and local ordinances and policies regarding therapeutic issues.

Considerable Skill in: the practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibilities.

Ability to: work independently.

PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 10 pounds; drives a motor vehicle.

Occasionally: lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled building. Work exposes incumbents to potentially hostile situations and may expose them to contagious or infectious diseases.

EDUCATION AND EXPERIENCE

Selected applicants may be subject to a background check.

Certified Counselor: associate degree or equivalent. Preference may be given to applicants with a bachelor, master, or doctorate degree in social sciences.

Counselor I: bachelor degree in Social Work, Psychology, Sociology, or a related field. Equivalent combinations of completed education and work experience may also be considered.

Counselor II: bachelor degree in Social Work, Psychology, Sociology, or a related field and three (3) years of work experience as, or equivalent to, a Substance Use Disorder Counselor. Equivalent combinations of completed education and work experience that include three years of work experience may also be considered.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicants must possess, or be eligible to obtain, valid State of Utah DUI certification.

Certified Counselor: must be licensed as a Certified Substance Use Disorder Counselor (CSUDC) or Certified Substance Use Disorder Counselor Intern (CSUDC-I) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents possessing the temporary license of Certified Substance Use Disorder Counselor Intern (CSUDC-I) must obtain, and thereafter maintain, acceptable renewable licensure within the time frames outlined.

Counselor I: must be licensed, at a minimum, as a Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents are required to complete continuing education required to maintain licensure.

Counselor II: must be licensed, at a minimum, as an Advanced Substance Use Disorder Counselor (ASUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents are required to complete continuing education required to maintain licensure.

CAREER LADDER ADVANCEMENT

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.